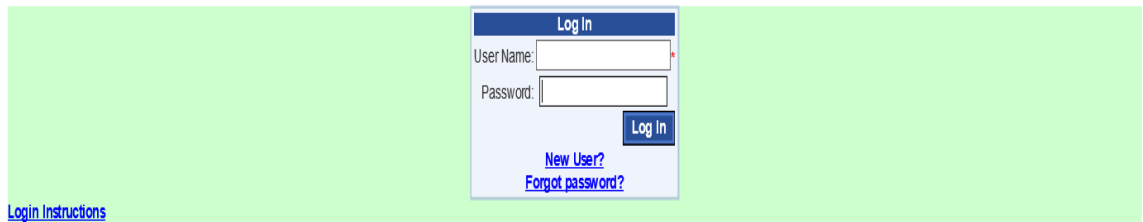


Are you a New User?

[Go To OPI New User Instructions](#)

OPI Application Password Reset Instructions

1. Navigate to the Log In page of the OPI application you are trying to access.
2. Click on the “**Forgot Password?**” link in the blue below.



3. Enter your User Name and the Email address associated with your account in the **User Name** and **Email** fields, then click on the “**Submit**” button.

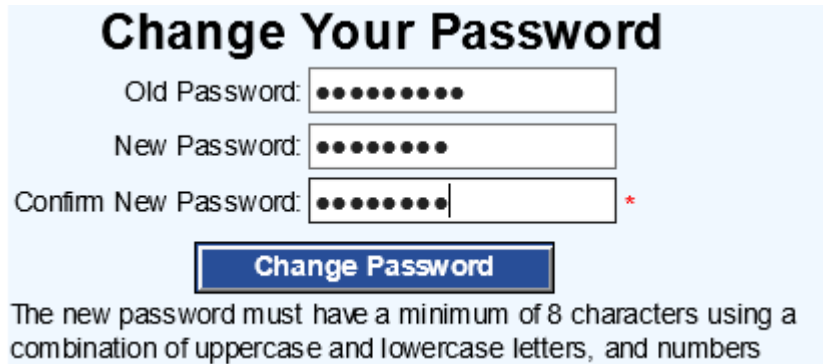
Enter your User Name and Email then press 'Submit'. Your new password will be e-mailed to the e-mail address entered here (if valid).

User Name:

Email:

4. You will receive an email titled “**Your new OPI Login Information**” which will have a temporary password and instructions for using this password to login.
5. Follow the instructions in the email to log in to the desired OPI application.
6. Once you have successfully logged in, click on the “**Administration**” button located on the top menu bar and choose “**Change Password**”.

7. In the Old Password field, enter the temporary password from the password reset email. In the New Password and Confirm New Password fields, enter the password you would like to use. Click on the **“Change Password”** button.




The screenshot shows a web form titled "Change Your Password" on a light blue background. It contains three input fields: "Old Password:" with 8 dots, "New Password:" with 8 dots, and "Confirm New Password:" with 8 dots and a red asterisk to its right. Below the fields is a blue button with the text "Change Password". At the bottom, a note states: "The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers".

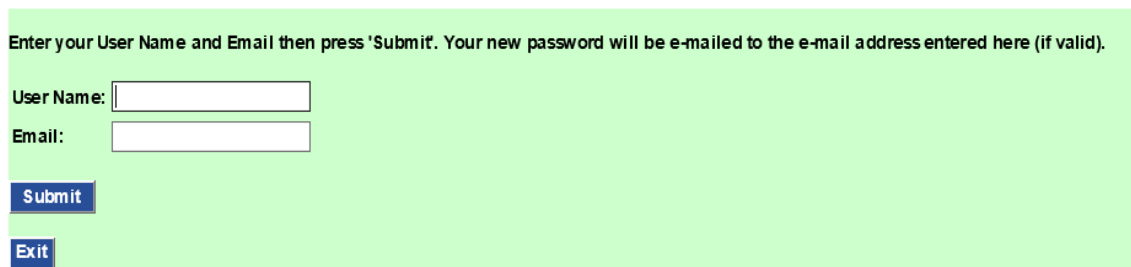
- 8.
9. Click on the **“Continue”** button.
10. Your account password is now reset. Please keep track of the new password you selected for future logins to OPI applications.

OPI New User Instructions

1. Navigate to the Log In page of the OPI application you are trying to access.
2. Click on the **“New User?”** link in the blue below.

A screenshot of a web application's login page. The page has a light green background. In the center, there is a white box with a blue header that says "Log In". Inside this box, there are two input fields: "User Name:" and "Password:". Below the "Password:" field is a blue button labeled "Log In". Below the "Log In" button are two blue links: "New User?" and "Forgot password?". To the left of the login box, there is a blue link labeled "Login Instructions".

3. Enter your User Name that was emailed to you and the Email address associated with your account in the **User Name** and **Email** fields, then click on the **“Submit”** button.

A screenshot of a web application's new user registration page. The page has a light green background. At the top, there is a line of text: "Enter your User Name and Email then press 'Submit'. Your new password will be e-mailed to the e-mail address entered here (if valid).". Below this text are two input fields: "User Name:" and "Email:". Below the "Email:" field is a blue button labeled "Submit". Below the "Submit" button is a blue button labeled "Exit".

4. You will receive an email titled **“Your new OPI Login Information”** which will have a temporary password and instructions for using this password to login.
5. Follow the instructions in the email to log in to the desired OPI application.
6. Once you have successfully logged in, click on the **“Administration”** button located on the top menu bar and choose **“Change Password”**.
7. In the Old Password field, enter the temporary password from the password reset email. In the New Password and Confirm New Password fields, enter the password you would like to use. Click on the **“Change Password”** button.

Change Your Password

Old Password:

New Password:

Confirm New Password: *

Change Password

The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers

- 8.
9. Click on the **“Continue”** button.
10. Your account password is now reset. Please keep track of the new password you selected for future logins to OPI applications.